

Office of Executive Inspector General
Regional Transit Board Investigative Division
Regional Transit Board Auditor
Position Description

Posting Date: September 27, 2012
Posting Close Date: Open until position is filled
Salary Range: \$3,333.50 to \$6,667.00 Monthly

POSITION SUMMARY: Under direct supervision of the Regional Transit Board Supervising Auditor and under the direction of the Chief of Regional Transit Board, serves as Regional Transit Board Auditor. The incumbent is responsible for assisting and performing financial, compliance, management, and operational audits of the Regional Transit Boards (RTBs)—the Regional Transportation Authority, the Chicago Transit Authority, Metra, and Pace—under the jurisdiction of the Office of Executive Inspector General (OEIG). Independently reviews and performs field audits and investigations pertaining to the operations of the RTBs, when necessary; prepares audit reports and presentations for review for by OEIG management staff; analyzes other audit reports relating to the RTBs; conducts research on RTB operations and policy; assists in the formulation of applicable audit plans for the RTBs.

ESSENTIAL RESPONSIBILITIES:

1. Coordinates and conducts proactive and reactive audits and reviews in accordance with industry standards and best practices, as appropriate; conducts audit activities in an effective and efficient manner, coordinated with external parties, and in accordance with applicable policy and procedure.
2. Assists in evaluating propriety of audit findings and recommendations. Drafts thorough, accurate, timely and clear summaries to OEIG management supporting recommendations relative to audit findings.
3. Reviews and evaluates audits performed by internal and external auditors relating to the RTBs to determine whether audits are or have been performed in accordance with industry standards and best practices. Recommends follow-up investigations or additional audit activity as appropriate.
4. Assists in developing audit plans relating to the RTBs. Identifies and evaluates significant exposures to risk and addresses plans to improve relevant risk management and control systems. Focuses on activities that will improve the efficiency, accountability, and cost-effectiveness of RTB operations. Also detects violations, inadequate controls, inadequate or inconsistent policies and procedures.
5. Analyzes and interprets information, documentation and physical evidence associated with OEIG investigations in relation to the RTBs.
6. Coordinates audit activity with internal and external auditors at the RTBs to minimize duplication of audit and review.
7. Assists in developing and preparing audit procedures, manuals, and other audit practice material.
8. Keeps current on relevant RTB operations, policies, rules, regulations, and statutes. Confers with audit professionals to increase knowledge in audit practice and technique.

ADDITIONAL RESPONSIBILITIES:

1. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Regional Transit Board Supervising Auditor

SUBORDINATE POSITIONS: None

REQUIREMENTS:

- a Bachelor's degree with coursework in auditing, business management, public administration, accounting or other related subjects;
- professional certification as a public accountant (CPA) and/or internal auditor (CIA) or an advanced degree is desirable;
- a minimum of three years of progressively responsible experience focused on financial analysis, accounting, operational analysis, oversight and/or auditing;
- experience with public transportation agencies is desirable;
- the ability to prepare thorough, accurate, and clear reports of complex information and to exercise sound judgment in appraising and evaluating RTB operations;
- the ability to work independently, strong analytical and problem solving and communication skills; and,
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and internet applications.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Rules.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically include:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and,
- standing, reaching, and bending at the waist or bending of the legs.

HOW TO APPLY:

Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 32 West Randolph, Suite 1900, Chicago, IL 60601. Contact Division of Human Resources at 312.814.1789.

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